

**BARTLETT PARK DISTRICT
COMMITTEE WORKSHOP MEETING MINUTES
TUESDAY, JULY 12, 2016**

Call to Order

President Lewis called the meeting to order at 7:30pm.

Roll Call

President Lewis called for the roll. Commissioners answering present were: Theodore J. Lewis, Susan M. Stocks, Kenneth N. Woods, Stephen M. Eckelberry, and Nicholas A. Mostardo. Commissioners Lori A. Palmer and James A. Mansfield were absent.

Staff members present were Executive Director Rita Fletcher, Superintendent of Special Facilities Steven Karoliussen, Superintendent of Recreation Kimberly Dasbach, Superintendent of Villa Olivia Peter Pope, Superintendent of Parks and Planning Kelly O'Brien and Superintendent of Business Services Kevin R. Romejko

Recording Secretary Stephanie Baxter took the minutes.

Pledge of Allegiance

President Lewis led the Pledge of Allegiance.

Finance Committee, Mr. Woods Chairperson

Computer PC Replacement Purchase

Mr. Woods noted that staff is requesting the approval to purchase twenty (20) computer PC replacements from Dell, Inc. at a cost of \$19,387. Mr. Eckelberry moved to approve the computer PC replacement purchase as presented, seconded by Mr. Mostardo. **Motion carried.**

Mr. Mostardo clarified that most of the district's computer fleet is already Dell, and Mr. Romejko clarified that it was indeed.

Policy 5.15 – Credit Card (PCI Data Security Policy)

Mr. Woods discussed that staff has noted the need to revise our existing policy outlining credit card data security. As a reminder, the purpose of this policy is to comply with the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of payment card (credit card) information. Staff recommends minor changes and additions to the existing policy.

Mr. Eckelberry pointed out that the word "vendor" was spelled incorrectly in the policy, and Ms. Fletcher noted that it would be corrected.

Planning Committee, Ms. Stocks Chairperson

Policy 1.00 – Scope and Definitions

Ms. Stocks discussed this policy was last reviewed in 2010 and provides definitions for the policy manual. It was noted that staff is not recommending any changes at this time.

Building and Grounds Committee, Mr. Mansfield Chairperson

Apple Orchard Community Park Driveway Improvements

Ms. Stocks reported that as part of the capital improvement plan, asphalt work is needed at Apple Orchard Community Park. This project will consist of removing and replacing approximately 4,500 sq. ft. of asphalt. The area to be repaired is a section of the middle service drive located near O'Brien Woods. Staff has recommended that A & A Paving Contractors, Inc. do the asphalt work for the amount of \$14,490. Mr. Eckelberry moved to approve that A & A Paving Contractors, Inc. remove and replace approximately 4,500 sq. ft. of asphalt at Apple Orchard Community Park for the amount of \$14,490. Mr. Mostardo seconded the motion. **Motion carried.**

Mr. Woods said that he had noticed how bad the area has gotten and questioned if the contractor would do some underlayment work to find out why the area got so bad. Ms. O'Brien said that they would be looking at the drainage once the area is opened up and exposed.

Splash Central Pool Filter Repair and Sand Replacement

Ms. Stocks noted that two existing pool filters at Splash Central are due to have the internal piping repaired and filter media (sand) replaced. Mr. Eckelberry moved to approve the recommendation of B&E Aquatics to repair the internal piping and sand replacement on two existing pool filters at Splash Central for the amount of \$14,018. Mr. Mostardo seconded the motion. **Motion carried.**

Mr. Mostardo asked why the bids were so different in price, and Ms. O'Brien explained that since we have worked with B&E in the past and have a relationship with them, they are able to do the work in-house instead of having to hire an outside contractor.

Toro Workman Utility Vehicle Replacement

Ms. Stocks explained that as part of the capital replacement plan, the parks department is seeking to purchase a 2016 Toro Workman Utility Vehicle to replace an existing 1996 Toro Workman utility Vehicle. Reinders, Inc. is able to offer the park district the lowest price available through National Intergovernmental Purchasing Alliance (NIPA) Program. Mr. Eckelberry made a motion to approve the purchase of a 2016 Toro Workman Utility Vehicle in the amount of \$22,615, seconded by Mr. Woods. **Motion carried.**

Recreation Committee, Mr. Mostardo Chairperson

Challenger Sports

Mr. Mostardo acknowledged that staff has requested the approval of a purchase order not to exceed \$15,000 to Challenger Sports for payment of fall soccer uniforms and shipping. He noted that each uniform includes a shirt, a pair of shorts and socks. Mr. Eckelberry moved to approve a purchase order to Challenger Sports for an amount not to exceed \$15,000 for the purchase of fall soccer uniforms, seconded by Mr. Woods. **Motion carried.**

Bartlett's Biggest – Olympic Celebration

Mr. Mostardo announced that this year's annual event is scheduled for Wednesday, July 20th from 11am – 12pm at Jim Jensen Pavilion and Community Park Fields 3 and 4.

Fravinia Concert Series

Mr. Mostardo noted that there will be two concerts remaining for the summer. The first will be held Friday, July 15th and will feature Prairie Thunder; the second concert will be on Friday,

August 12th and will highlight the band SODA. Both concerts will take place on the North lawn of the library and will begin at 6:30pm.

Special Facilities Committee, Mr. Eckelberry Chairperson

EFX Purchase Order Request

Mr. Eckelberry discussed the request for approval of a purchase order in the amount of \$14,990.25 to Direct Fitness Solutions for the purchase of three Precor EFX Elliptical Cross Trainers. This price includes shipping, installation and trade-in. A motion was made by Ms. Stocks to approve this purchase, seconded by Mr. Mostardo. ***Motion carried.***

Heritage Days Request

Mr. Eckelberry noted that the Bartlett Heritage Days Planning Committee has requested to use Bartlett Park, the Gazebo and Log Cabin from Friday, September 9th through Sunday, September 11th, 2016 for their annual Heritage Days celebration from 8am to dusk. Ms. Stocks made a motion to approve the request by Bartlett Heritage Days Planning Committee, seconded by Mr. Mostardo. ***Motion carried.***

Mr. Mostardo asked if this is the festival that has the carnival. Mr. Karoliussen responded that there was a carnival at Leiseberg Park in the past, but it was cancelled last year.

Mr. Eckelberry noted that Bartlett Aquatic Center is now offering its Midseason Discount for pool passes. The discount saves an individual resident \$50 and each additional family member saves \$25 of the price. There is still approximately eight weeks of swim season remaining.

Villa Olivia Committee, Ms. Palmer Chairperson

Greens Mower Replacement

Mr. Eckelberry explained that Villa Olivia is requesting to purchase a 2016 Toro Greensmaster 3300 greens mower to replace an existing John Deere 2500 greens mower. Staff is seeking approval of the mower through National Intergovernmental Purchasing Alliance (NIPA) Program for the cost of \$31,320.66. Ms. Stocks moved to approve this request, seconded by Mr. Woods. ***Motion carried.***

Mr. Eckelberry indicated that Villa Olivia is in the process of having 39 dead trees removed from the property and trimming one additional tree. Green Scene Tree Service was the lowest bidder and will begin the project the last week of July weather permitting. This endeavor is part of the capital purchase budget.

Personnel Committee, Ms. Palmer Chairperson

Board Policy Manual

Mr. Eckelberry acknowledged that the Board and staff has been reviewing all of the Park District Policies that had not been reviewed in the past two years. Several changes have been made to existing policies and new policies have been created. Staff has compiled all of the policies and is asking for approval of the board policy manual as presented. Mr. Mostardo clarified that this will also include the policies that were reviewed and/or discussed at this evening's meeting. Ms. Fletcher affirmed that it does. Ms. Stocks moved to approve the approval of the board policy manual, seconded by Mr. Mostardo. ***Motion carried.***

Policy 3.23 – Communicable Disease Policy

Mr. Eckelberry highlighted that this policy states the Park District is open to everyone including those with chronic infectious diseases, and staff is not recommending any changes at this time.

Policy 3.55 – Americans with Disabilities Act Compliance

Mr. Eckelberry noted that this policy states the Park District is committed to complying with the Americans with Disabilities Act (ADA). This policy also states that the Board designates the Superintendent of Parks and Planning as the ADA Compliance Officer. A minor change was recommended to align what is written in the brochure.

Community Relations and Legislative Issues Committee, Mr. Lewis Chairperson

Policy 6.41 – Illinois Freedom of Information Act & Open Meetings Act

Ms. Fletcher told the Board that while preparing for the Distinguished Agency evaluation, staff noticed the absence of compliance with the Illinois Attorney General Open Meetings Act Program. Policy 6.41 now incorporates the Open Meetings Act language with the existing Illinois Freedom of Information Act. This policy will also be included with the Board Policy Manual that will be approved at the July board meeting.

Mr. Lewis thanked Ms. O'Brien's parks department for all of their hard work during the 4th of July Festival. He also thanked the staff who was there to volunteer during the festival and the turtle race. It was a successful event and everyone worked great together.

Old Business

None.

New Business

None.

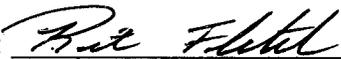
Resident Comments

None.

Adjournment

There being no further business before the Board, Mr. Eckelberry moved to adjourn the meeting, seconded by Mr. Mostardo. ***Motion carried at 7:48pm.***

Minutes Approved by the Board on July 26, 2016.

By: 
Rita Fletcher, Board Secretary